



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-07-034

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: FMO Admin. Assistant
OPENING DATE: Tuesday, July 17, 2007
CLOSING DATE: Tuesday, July 31, 2007 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-07

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of FMO Admin. Assistant in the Executive Office of the USAID, Khartoum, Sudan.

BASIC FUNCTION:

Incumbent is serves as the Secretary to the USDH Mission Controller/Director Office of Financial Management (OFM) and performs a wide variety of high level administrative and secretarial duties in support of OFM activities and office operations. Manages the secretarial and clerical functions of OFM; providing administrative support services to the Controller and the OFM staff on established Mission administrative procedures, word processing, software, needs filing, reports and records management. Additionally is responsible for all records filing and maintenance in accordance with the Automated Directives Systems provisions. Maintains effective liaison and communications with all Mission staff in Juba, Nairobi and Khartoum, external organizations to include NGOs and donor partners, local banking relationships, and government organizations to include GOSS and GONU officials Incumbent is directly supervised by the Controller Sudan.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--Education: Completion of College degree is required. Completion of computer word processing, WIN TA and other specific trainings is highly desirable is required.

--Prior Work Experience: A minimum of 3-5 years of progressively responsible administrative work experience with a U.S. Government agency is required.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic:	Fluent	Fluent	Fluent

--Skills: Must be able to provide advice and support to U.S. and Sudanese staff on administrative/operational procedural changes and their impact for office operations. Must have the capacity to learn and understand USG operations procedures and policies. Must be the first point of contact within the Office of

Financial Management for procedural advice specific to all OFM administrative support operations; the five OFM functional units (payments, vouchering, accounting, cashiering and analyses); USDH payroll system (AETA); and USPSC payroll (QuickBooks).

SELECTION PROCESS:

- Applicants must be eligible for appointment under local government laws and regulations.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

TO APPLY: Interested individuals for this position should submit the following or the application will not be considered:

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- OR -

2. A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

POINT OF CONTACT:

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6000.

E-mail: KhartoumHROFSNDL@state.gov. (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

Embassy website: <http://khartoum.usembassy.gov>

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.